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**Manpower and Organization**

**MANPOWER AND ORGANIZATION REVIEW  
OF SERVICE CONTRACT REQUEST/  
REVISION/TERMINATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 45 SW/MO (Mr. James W. Fears Jr.)

Certified by: 45 SW/MO (Mr. Thomas D. Andler)

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This instruction implements AFI 38-201, *Determining Manpower Requirements*, Chapter 6, Contract Manpower Equivalent (CME) process. This instruction establishes a procedure for all requests for service contracts by 45th Space Wing organizations to be reviewed by the 45th Manpower and Organization Office. Officers, enlisted personnel, and civilian government employees must know the requirements of this instruction and allied publications, which pertain to their responsibilities. It does not pertain to non-45th Space Wing organizations. Their parent manpower organizations will be responsible for the review of their service contracts.

**1. Policy.** The 45th Space Wing Staff Agency Chiefs, Group and Squadron Commanders will review all requests for service contracts prior to submission to the 45SW/MO.

**2. Procedures.**

**2.1. Manpower and Organization Office.** In accordance with AFI 38-201, paragraph 6.3.3.2. and 6.5.2, the 45 SW/MO will do the following:

2.1.1. Review and coordinate on all requests for service contracts.

2.1.2. Process the Air Force Form 4299, **Contract Manpower Equivalent Computation Worksheet**, and answer the following questions:

a) Is the workload to be contracted covered by an Air Force Manpower Standard (AFMS)?

b) Is the workload being contracted because no in-house capability exists?

2.1.3. Review, create, delete CMEs when service-type contracts are requested, modified, or terminated.

2.1.4. Maintain an accurate accounting of non-A-76 CMEs by Functional Account Code (FAC) using the AF Form 4298, **CME Documentation Log**.

2.1.5. Enter CMEs into the Manpower Data System immediately upon the final cost comparison or direct conversion decision announcement of A-76 studies.

2.1.6. Review and validate recurring and non-recurring CMEs annually for accuracy, with functional participation.

2.1.7. Review and validate centrally managed contracts.

2.2. **Contracting Office.** In accordance with AFI 38-201, paragraph 6.3.3.3. the Contracting Office will provide supporting data (e.g., contract requirements, total contract cost, contract labor cost, contractor full-time staffing, or man-hour estimates) as available to the manpower office, as required for applicable service-type contracts.

2.3. **Office of Primary Responsibility (OPR).** In accordance with AFI 38-201, paragraph 6.3.3.4. the functional OPR requesting the service contract will do the following:

2.3.1. Submits a memorandum request for service contract or copy of the Air Force Form 9, **Request for Purchase**, including modifications and terminations, to the Manpower Office for review prior to submitting the requirement to contracting agencies.

2.3.2. The OPR provides the following technical information to the 45 SW/MO:

2.3.2.1. Name of type service to be performed (janitorial, roofing, etc.).

2.3.2.2. A detailed description of the work to be performed.

2.3.2.3. The budgeted dollar amount (if funded) for this work, to include all performance periods.

2.3.2.4. The name and phone number of the requestor or point of contact.

2.3.2.5. Assists Manpower to verify CME data to be entered in the Manpower Data System. Signs the Air Force Form 4299 as Base Function Point of Contact (POC).

2.4. **Financial Management Office.** In accordance with AFI 38-201 paragraph 6.3.3.5. the Financial Management Office will provide actual service contract expense data to the Manpower office, quarterly, for obligations that may result in contractor support as required.

2.5. **Civilian Personnel Office.** In accordance with AFI 38-201, paragraph 6.3.3.6. the Civilian Personnel Office will provide personnel information supporting the CME validation to the functional representatives and the Manpower office as required.

EVERETT H. THOMAS, Colonel, USAF  
Vice Commander